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## Message: RE: April Invoice

## **RE: April Invoice**

From Kraft, Emily Date Thursday, April 13, 2017 8:21 AM

**To** 'Andrea Vent'

Cc

Hi Andrea – Just FYI, The contract allows you until the 15<sup>th</sup> of the month to submit your invoice, although most months it's so simple it's pretty easy to get done earlier. On months where your Quarterly Expenditure Report is also due (such as this month), your invoice will not be accurate until you have your QER submitted and approved first because of the "Quarterly Adjustment" line. I do not have a QER from you yet (which is technically also due by the 15<sup>th</sup> of the month after the end of the quarter), so this invoice is not currently correct. If you have any questions about how to fill out your QER, I recommend that you speak with Joy Benne – (573) 751-7027.

**From:** Andrea Vent [mailto:AVent@havenofgracestl.org]

**Sent:** Thursday, April 13, 2017 8:14 AM

To: Kraft, Emily
Subject: April Invoice

Emily, I apologize for the late submission....Lesson learned I need to place on my calendar. I hope you have a wonderful Easter.

Andrea Vent

**Executive Director** 

The Haven of Grace www.havenofgracestl.org

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## mission

Serving women who are pregnant and homeless, we provide a safe, nurturing home, educational programs and long-term support for mother and child. Founded in faith, we instill hope, dignity and the pride of independence, one family at a time.

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